

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: December 7, 2015

PAYROLL LETTER #15-017

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: Debra Spellman, Acting Chief  
Personnel/Payroll Services Division

RE: **DISTRIBUTION AND BILLING OF 2015 FORM W-2 WAGE AND TAX STATEMENT**

**DISTRIBUTION OF 2015 FORM W-2 WAGE AND TAX STATEMENT**

The State Controller's Office (SCO) will print/mail your employee's 2015 Form W-2 Wage and Tax Statement no later than January 22, 2016.

To assist agencies and campuses in responding to questions from employees who were mailed Form W-2s, a report identifying the employee mailing addresses, as printed on the W-2, will be available on View Direct no later than January 8, 2016.

Agencies can access ViewDirect Report ID: PDC9820, Report Name "2015 W-2 to Be Mailed."  
Campuses can access CIRS Program PDC0101 CSU (compendium report code number D92, cycle date 15-12). Refer to the ViewDirect Manual for access procedures.

The report will provide the following information in agency code order:

- Social Security Number
- Employee name
- Employee mailing address

To expedite the return of undeliverable Form W2s to the employee's agency/campus, the State Controller's Office will pre-print the agency/campus return address and the agency reporting/unit codes as the return address.

In an effort to clear up invalid address records, when distributing undeliverable Form W-2s to your employees, attach an Employee Action Request (Form Std. 686) or CSU Student Payroll Action Request (Form Std. 457) with a request for the employee to complete the form to update the invalid address.

**BILLING FOR MAILING OF THE 2015 FORM W-2**

The State Controller's Office will send an invoice to your office in April 2016. As a reminder, the cost of this service is \$0.62 per Form W-2 to defray postage/processing costs.

For more information about the Form W-2, visit the SCO web site for *Frequently Asked Questions (FAQ) Regarding Form W-2- Wage and Tax Statement* at [http://www.sco.ca.gov/ppsd\\_se\\_payroll.html](http://www.sco.ca.gov/ppsd_se_payroll.html).

Please direct employees to this web page if they have any questions or need information on the contents of their Form W-2.

Please note, if an employee claims that they did not receive their 2015 Form W-2, SCO will waive the fee for providing a duplicate Form W-2 if the request is received by March 1, 2016. To apply for fee waiver, the employee's Personnel/Payroll Office must complete the fee waiver request **Form Std. 436 indicating the non-receipt of the 2015 Form W-2 and that they verified the correct mailing address from ViewDirect or CIRS report.**

If you have additional questions related to W-2 reporting information, corrected Form W-2, duplicate or replacement Form W-2, please contact the Customer Contact Center at (916) 372-7200. If you have any questions regarding this Payroll Letter, please contact Elena Oberman at [eoberman@sco.ca.gov](mailto:eoberman@sco.ca.gov).

DS: JD: EO: TSS